

# Application to Convert Out-of-State Driver Education Certificate



Registry of Motor Vehicles  
Driver's Education Department  
P.O. Box 55889  
Boston, Massachusetts, 02205-5889



Complete this application to convert your out-of-state Driver's Education Certificate to a Massachusetts Driver's Education Certificate. If your state-issued out-of-state Driver's Education Certificate indicates at least 30 hours of live classroom training, 12 hours behind-the-wheel training, and 6 hours of in-car observation, and a two hour parent class, your application will be approved and a Massachusetts Driver's Education Certificate will be mailed to you within 10 days. If your application is not approved, the \$15.00 fee will be returned to you.

If your out-of-state certificate was not issued by a state agency, you must provide documentation on state letterhead from the appropriate agency indicating that a recognized driver education program issued the certificate and listing the minimum requirements for successful completion of that program.

**Before completing this application, please see the chart on the back.**

Once you have received your Massachusetts Driver's Education Certificate *and* you have satisfied all other Junior Operator requirements (*as outlined in the Massachusetts Driver's Manual*), you can schedule a road test by calling the RMV Telephone Center at 857-368-8000.

## TO BE COMPLETED BY APPLICANT: (please print legibly):

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Bldg / Apt

City State Zip Code

Massachusetts Permit #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## DRIVING SCHOOL INFORMATION:

School Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

City / Town: \_\_\_\_\_ State: \_\_\_\_\_

Date course was completed: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## For RMV Use Only

Cashier's #: \_\_\_\_\_ Issued By: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Certificate #: \_\_\_\_\_

The chart below explains what you need to do to convert an out-of-state Driver's Education Certificate. Please read this chart before you complete the application.

If you have...	You need to...
No permit or license	<ol style="list-style-type: none"> <li>1. Visit an RMV branch.</li> <li>2. Provide required ID documents, pay the permit fee, and get your photoimage and signature captured.</li> <li>3. Take and pass the knowledge test.</li> <li>4. Complete and mail this application to the address on the front. Be sure to include a check or money order payable to MassDOT for the amount of \$15.00 and a copy of your out-of-state Driver's Education Certificate.</li> </ol>
Out-of-state permit	<ol style="list-style-type: none"> <li>1. Visit an RMV branch.</li> <li>2. Provide required ID documents, pay the permit conversion fee, and get your photoimage and signature captured.</li> <li>3. Complete and mail this application to the address on the front. Be sure to include a check or money order payable to MassDOT for the amount of \$15.00 and a copy of your out-of-state Driver's Education Certificate.</li> </ol>
Out-of-state license and you are <b><u>under 18</u></b>	<ol style="list-style-type: none"> <li>1. Visit an RMV branch.</li> <li>2. Provide required ID documents and get your photoimage and signature captured.</li> <li>3. Complete and mail this application to the address on the front. Be sure to include a check or money order payable to MassDOT for the amount of \$15.00 and a copy of your out-of-state Driver's Education Certificate.</li> <li>4. When you receive your certificate, return to an RMV branch.</li> <li>5. Provide required ID documents and pay the license conversion fee.</li> </ol>
Out-of-state license and you are <b><u>over 18</u></b>	<ol style="list-style-type: none"> <li>1. Visit an RMV branch.</li> <li>2. Convert your license by providing the required ID documents, paying the license conversion fee, and getting your photoimage and signature captured.</li> <li>3. Complete and mail this application to the address on the front. Be sure to include a check or money order payable to MassDOT for the amount of \$15.00 and a copy of your out-of-state Driver's Education Certificate.</li> </ol>

Visit [mass.gov/rmv](http://mass.gov/rmv) for a list of branch locations and identification requirements.

*Please note that copies of documents will not be returned.*